

**BYLAWS
OF THE
Southeast Kansas Regional Homeland Security Council**

**ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **Southeast Kansas Regional Homeland Security Council**, hereinafter referred to as the “**Council .**”

Section 2. Principal Address. The official address shall be at the location of the *SEK Regional Homeland Security Coordinator*

**ARTICLE II
MISSION STATEMENT**

The Southeast Region will continue to support statewide all-hazard preparedness while reducing vulnerabilities to terrorist attacks. The Southeast Region will accomplish this by building capabilities, and developing comprehensive preparedness strategies in partnership with other government agencies and the private sector.

VISION

Southeast region citizens and critical infrastructure will be served by the appropriate levels of preparedness measures with respect to any real or potential hazard or terrorist act. This will be accomplished through a unified homeland security structure that will protect against today’s threats and meet the unknown threats of the future.

FOCUS

Southeast region’s security strategy provides the foundation for meeting the State’s vision by focusing on the following three key areas of all hazard preparedness:

- **Mitigation** – identify and protect critical infrastructure assets while improving the ability of state and local agencies to gather, analyze, and share information about all hazard activity.
- **Preparedness** – Because it is not possible to mitigate completely against every hazard that poses a risk, preparedness measures can help to reduce the impact of the remaining hazards by taking certain actions before an emergency event occurs. Preparedness includes plans or other preparations made to save lives and facilitate response and recovery operations. Preparedness measures involve all of the players in the integrated emergency management system—local, State, and Federal agencies and citizens.
- **Response** – identify and close existing gaps in basic emergency response capabilities as well as ensure effective coordination of emergency response to all hazards including CBRNE and cyber-terrorist attacks.

**Southeast Kansas Regional Homeland Security Council
BYLAWS**

- Recovery – put plans and resources in place to enable an effective recovery from natural and/or manmade hazards for both public and private entities.

PURPOSE

The purpose of the council drives the requirements for membership.

The initial task for the council will be to examine current response capabilities on a regional level and measure those against the desired (required) target capabilities outlined under the Homeland Security Presidential Directive – 8.

From this analysis, the council will identify priorities for improvement and recommend projects for funding.

- A. Carry out the intent and purpose of the State Homeland Security Program and the Law Enforcement Terrorism Prevention Program Grants and other committee tasks which involve the first responders *which includes emergency response providers, emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations & supporting agencies* of the 12 county area of Southeast Kansas which includes Greenwood, Elk, Chautauqua, Woodson, Wilson, Montgomery, Allen, Neosho, Labette, Bourbon, Crawford, and Cherokee.
- B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the twelve counties in the Southeast Region.

**ARTICLE III
COORDINATION AND DUTIES**

Section 1. Coordination. To coordinate the Southeast Region's all hazards planning of first responders and *supporting agencies*.

Section 2. Duties. The duties of the Council shall include:

- a. Establish procedures for *managing* grants involving first responders of the Southeast Region.
- b. Recommend guidelines to the various agencies and counties that will help coordinate Southeast Regional activities.

**ARTICLE IV
CALENDAR YEAR**

The fiscal year of the Council shall coincide with the Calendar year, January 1 to December 31.

**ARTICLE V
COUNCIL MEMBERS**

Section 1. Composition. Two guiding principles for populating the council must include both functional disciplines and local government involvement.

The Council shall consist of *up to twenty-six (26)* voting members from the 12 Southeast Counties. Voting members are from the county/city representatives, and functional disciplines appointed to this council. In case of a tie, the *SEK Homeland Security Regional Chairperson* will be the tie breaking vote.

A. Functional Disciplines include:

- (2) Fire Service (KSFFA, Kansas Fire Chiefs Assoc.)
- (2) Law Enforcement
 - 1 police chief and 1 sheriff (Kansas Chiefs of Police Assoc. and Kansas Sheriff's Assoc.)
- (2) Emergency Management (KEMA)
- (2) Emergency Medical Services (Region VI EMS)
- (1) Public Health (Kansas Assoc. of Local Health Departments)
- (1) Hospital (Kansas Hospital Assoc.)
- (1) Public Works (Kansas Public Works Assoc.)
- (1) Public Safety Communications (APCO)
- (2) Members at large appointed by regional council once formed
 - (1) with agricultural background
 - (1) representing a volunteer/non-profit organization

B. Each county and city of the first class governing body may designate one representative to the council who has voting rights if a representative for that county/city has not been appointed to one of the functional disciplines. *The Class One cities in the Southeast Region are Coffeyville, Parsons, Fort Scott and Pittsburg.*

Section 2. Selection. All members of the Council shall become so by virtue of their *written* appointment by the representation of the counties/functional disciplines, *consistent with Article V Section A & B.* When vacancies occur, notice shall be given to the Council. After a resignation has been accepted, *notification will be made to that discipline's association or county/city to choose a replacement representative. If a functional discipline is replaced, the county appointment will remain until their term expires. The Council will acknowledge the replacement, if consistent with Article V Section A & B.*

Section 3. Term. The Council members shall serve a minimum of two years though eligible for consecutive terms.

Section 4. Meetings. The Council shall hold at least one (1) regular meeting every quarter unless sooner convened by the Chairperson, Vice-chairperson or any five (5) members. Meetings shall be at the time and place as called by the Chairperson, Vice-chairperson or any five (5) members upon five (5) days written or email notice unless such notice is waived by all members. Notices shall state time and place of the

**Southeast Kansas Regional Homeland Security Council
BYLAWS**

meeting but need not state purpose. Council members present shall constitute a quorum as long as *a simple majority of the membership* is present. Any vote by a *simple* majority of the quorum shall be the act of all the Council members. Proxy voting shall not be allowed by the council for any reason.

Section 5. Procedures. Agendas for the regular meetings will be prepared and distributed to the Council prior to each meeting whenever possible.

Section 6. Absences from Meetings. A Council member shall be removed and a vacancy on the Council shall occur when any member shall fail to be present at three (3) consecutive meetings of the Council or at four (4) regular meetings during the calendar year, unless such absence is formally excused by a *simple* majority of the voting members present.

**ARTICLE VI
OFFICERS**

Section 1. Number and Type. Officers of the Council shall initially consist of a Chairperson, Vice- Chairperson.

Section 2. Term. Officers shall serve for two years, though eligible to run for consecutive terms.

Section 3. Selection. Selection of officers shall be made by the Council before the first of the year, where a simple majority of those voting shall elect the officer or officers.

Section 4. Vacancies. Officer vacancies due to termination or resignation shall be filled by a majority vote of the Council present; the newly elected officer shall serve in that office only the remainder of the term, but shall be eligible to run for a full term in said office.

Section 5. Duties. Duties of the officers shall be as follows:

1. The Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties designated by the Council. The Chairperson shall prepare agendas and notices and answering correspondence as directed. The Chairperson shall serve as the official spokesperson for the Council.
2. The Vice-chairperson shall perform such duties as the Chairperson and/or the Council may designate. In the absence of the Chairperson, the Vice-chairperson shall perform the Chairperson's duties.
3. A designee of the Chairperson shall be responsible for maintaining the minutes of all meetings, maintain all official records of the Council. *All official records will be kept at the SEK Homeland Security Regional Coordinator's office.*

**ARTICLE VII
AMENDMENTS**

Section 1. Council members shall be given five (5) days written or email notice prior to any vote amending these Bylaws.

Southeast Kansas Regional Homeland Security Council
BYLAWS

Section 2. Amendments to these Bylaws shall take effect when they have been approved by *a simple majority* of the Council members present at meetings of which notice was properly given.

ADOPTED by the Southeast Kansas Regional Homeland Security Council

this ____ day of _____ 20__.

Chairperson

Secretary